

ZIONSVILLE COMMUNITY SCHOOLS



CERTIFIED EMPLOYEE CORE HANDBOOK

This handbook is not a contract of employment nor is any addendum to the handbook intended to create such a contract of employment. The Board of School Trustees and ZCS leadership reserve the right to change any and all sections of the handbook including guidelines, practices, policies, and benefits as deemed necessary within the scope of the negotiated agreement between the Board of School Trustees and the exclusive representative of bargaining unit employees. Employees are always encouraged to first discuss any questions or concerns with the building principal.

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Introduction

This Core Handbook contains many important general policies and procedures for all certified ZCS employees. Your importance to the successful operation of this corporation cannot be overstated.

Every ZCS employee is counted upon to provide customer service, quality assurance, financial trustworthiness, and contribution to fulfilling the ZCS vision, mission, and philosophy.

ZCS Philosophy

MISSION

Zionsville Community Schools will cultivate a learning environment where students grow academically, develop meaningful skills, and become active contributors to their communities. Through innovation, inclusion, and a strong sense of belonging, we prepare students to live with confidence and integrity.

VISION

Each Zionsville Community Schools' graduate is prepared to create a successful and productive future within the world community.

BELIEFS

1. We believe that student growth occurs best in safe and inviting school environments and includes, but is not limited to:
 - a. Academic achievement such as knowledge and skills, thinking and problem solving, creating and communicating;
 - b. Development of social, emotional, and relationship intelligences and capacities;
 - c. Physical fitness and wellness, and
 - d. Technical and ethical preparedness for the 21st century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of parental engagement in supporting education, valuing excellence, and fostering high expectations. We believe that these advantages put us in the lead when compared with other public school districts and that leading confers special opportunities and responsibilities.
3. We believe that leaders must forge the future through continuous improvement, innovation, and resistance of the status quo mindset brought on by being among the best in one's league.
4. We believe that the community expects a world-class school experience for our students, invests the financial resources necessary to achieve it, and entrusts the Board with the solemn responsibility to serve as good stewards of the community's resources.
5. We believe that every young person of today and tomorrow is best served by an educational delivery system that is highly relevant and engaging, digital/technological, and focused foremost in the thinking, problem solving, creating, and communicating realms. We believe that these domains are evergreen, while knowledge and information change rapidly.

Zionsville Community Schools Certified Handbook

Policies and Procedures

Communication

The local exclusive representative (herein: "Association") shall have the exclusive right to post notices of activities and matters of Association concern on school building teacher bulletin boards and in e-mail.

Records

The school corporation will supply the Association documents that are matters of public record upon request.

Personnel File

Upon written request, a teacher shall be given immediate access to the contents of the teacher's personnel file and, if the teacher desires, the teacher shall be furnished within five (5) working days a reproduction of the contents of the file at the teacher's expense.

Assembly and Use of Equipment

Subject to meeting room availability and standard school procedures for scheduling meeting room space, the Association is permitted to meet in any school facility without charge before or after the teaching day for any lawful purpose. The use of equipment such as computers and projectors is permitted with the understanding these devices will be turned off when not in use. When utilizing school photocopies for Association business, the Association will reimburse ZCS for the paper used and for an equitable share of the duplicating costs.

Notification of Teaching Assignment

By the last teacher day of the school year, each teacher will be given notice of his/her tentative teaching assignment (grade level for elementary school and tentative class schedule for middle school and high school) for the following school year. No later than one week prior to the start of the first teacher day, or earlier if possible, material changes to the prior notice of assignment will be communicated to impacted teachers. Last minute resignations occur nearly every year, and the administration reserves the right to make changes at any time to ensure certified staffing for courses offered. In all such cases, efforts will be made to accommodate transition assistance in time and other logistics.

New Teacher Academy

All new hires must complete the requirements of the ZCS New Teacher Academy.

Requests for Transfer

Teachers may express interest in transferring to a new building for the following year by sending a letter to the Superintendent no later than February 1 of each school year. Principals will be notified of such requests. Building principals will consider all transfer requests when selecting candidates for the interview process.

Requests for Reassignment

Teachers may express interest in teaching area or grade level reassignment for the following school year by sending a letter to the principal no later than February 1 of each school year.

Teachers in More than One School

Teachers assigned to more than one (1) building shall have a primary location, i.e., the building in which they spend the majority of their time. Each such teacher shall be required to attend staff meetings in the primary location and any staff meetings in the secondary location which deal with the safety and welfare of students, federal, state or local rules and regulations, or the requirements of accrediting agencies. It shall be the mutual responsibility of the teacher and principal to meet and discuss the agenda items with the principal or designee of the secondary location.

Reassignment and Transfer

A. The Superintendent or designee will review each principal's reassignment and/or transfer plans prior to implementation.

B. Reassignments and transfers will occur following various discussions about the core mission needs. Those being reassigned or transferred will receive notice or be involved in prior conversation.

C. In the case of staffing a new school or a change in enrollment, volunteers shall be sought. An email from the Human Resources Director will be sent to the appropriate group of teachers to seek volunteers with a follow up communication from the Principal. If no volunteers come forward, the Principals of the two buildings will communicate with the potential transfers to determine the transfer and notify the appropriate teacher.

D. If a teacher is transferred or reassigned within fourteen calendar days prior to the start of school, relocation of the teacher's packed classroom items will occur promptly.

Posting

Where a vacancy is determined to exist, the position shall be posted on the ZCS website. Consideration for an interview will be afforded all internal candidates who respond timely to any posting. In the case of a situation where a homebound instruction vacancy exists, preference shall be given to current certified employees, with appropriate licensing.

Hours and Days

A. Teaching Day – The minimum teacher day consists of seven (7) hours and fifty (50) minutes which shall include (30) minutes of duty free time. It is impractical to adhere to the exact meaning of “minimum” when in fact the necessity of various meetings occasionally extends beyond the minimum. To that end, meetings that extend beyond the minimum will be handled professionally with student interests first and foremost.

- Elementary 7:40 – 3:30
- Middle Level 8:05 – 3:55
- High School 8:00 – 3:50

B. Teaching Year – The teaching year shall consist of one hundred eighty-eight (188) days as follows:

- one hundred eighty (180) student days

- one half (1/2) day of open house
- one half (1/2) day of end of school year records (the day after the last student day)
- one (1) day before students arrive for meetings with administrators
- one (1) day before students arrive for classroom preparation
- two (2) days of staff development activities
- three (3) days for other professional obligations

Staff development days shall be planned by the School Improvement Planning Committees and coordinated by the Assistant Superintendent of Academics who shall have the responsibility for final resolution in the event that there is not a clear consensus as to the planning and purpose of staff development to be scheduled.

C. Preparation Periods – Preparation time is essential to good teaching. Within the course of the teaching day, each full-time teacher will be unassigned for a minimum of fifty (50) total minutes to engage in preparation. It is understood that consecutive minutes are most desirable though not always logistically possible.

Requests for Professional Development

Before entertaining any PD opportunities, please check the district PD calendar to avoid multiple teachers being out on the same day. In addition, we encourage you to **avoid scheduling PD experiences on Mondays and Fridays**. Questions regarding conflicts and sub availability for PD experiences should be directed to the Guest Teacher Coordinator at the ESC.

- **In-District:** Sign up for existing professional development activity in PD Express (posted within PD Express)
- **Out-of-District:** Create request for professional development activity through PD Express
- Once the activity is approved by an Administrator, print the approval shown in PD Express and enter the absence into Aesop/Absence Management to request a substitute teacher for the day, if necessary.
- It is the employee's responsibility to ensure their absence is entered into the absence management system for all professional development days.
- **Out-of-District:**
Staff member presents building treasurer with appropriate paperwork and approval (printed confirmation) to be able to complete the registration. The treasurer will submit the registration and pay via a purchase order or by using a designated ZCS credit card located in the business department at the ESC. Expenses incurred while out-of-district will be paid for by the staff member who will be reimbursed once all applicable itemized receipts have been turned into the building treasurer. Collect Certificate of Attendance or completion paperwork and submit it to building designee to update PD Express with completion status and PGP points earned for license renewal. Also, keep a personal copy to upload into your LVIS account.

Please know that funds are very limited for professional development. Please do not assume your continued participation in a conference will continue simply because it has been past practice. Potential PD experiences must be approved in advance by your building administrator and the business office will assist with registrations. We will continue to provide many in-house PD experiences via our STEM and Literacy coaches. Please take advantage of these opportunities as we collaborate together for enhanced learning.

Attendance

Regular and punctual attendance is critically important to the successful operation of ZCS. Excessive absenteeism has a negative impact on the learning environment and experiences of our students. Absences must be reported in advance in accordance with established practices and procedures.

Discipline for excessive absenteeism and/or tardiness will be addressed by building principals and, if chronic, may negatively impact Domain 4 of the ZMEG evaluation.

Please refer to the FMLA policy regarding a leave of absence. Paperwork is available from the Department of Human Resources and on the Employee Portal. Sick leave of three days or longer will require a doctor's note.

Absences should be recorded in Aesop/Absence Management by the employee for approval by the direct supervisor. Personal days should be entered in Aesop/Absence Management with at least 48 hours advance notice unless in the case of emergency. Additionally, it is the employee's responsibility to notify the direct supervisor by telephone if an absence is entered in Aesop/Absence Management on the same day as absence.

Animals on School Corporation Property

The Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy.

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal and State law.

A non-service animal that is poisonous, a bite risk, or is otherwise dangerous to persons shall be housed and maintained in a manner so as to eliminate a risk of injury to a person. The risk of injury shall take into account that a student may not follow safety directives established for the handling of the non-service animal. This evaluation may result in a decision that despite the educational value of the non-service animal's presence, the educational value does not outweigh the risk of injury to a person. Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the principal may permit animals other than service animals to be present in a Corporation school to support curriculum-related projects and activities only when the under the following conditions:

- A. The staff member seeking approval from the Principal to have a non-service animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;

3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
 4. keep the surrounding areas in a clean and sanitary condition at all times.
- B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Benefits

ZCS offers multiple benefits in addition to the traditional medical plans including life insurance, EAP and employee discounts. Please refer to the website for information on all of the benefits offered.

Career Index Adjustment

Employees who are rated effective or highly effective on the most recent evaluation are eligible for an additional salary computation provided they are 100% vested for retirement benefits, as per section 11.02A Vesting in the most recent Collective Bargaining Agreement, by the date of the initial career index adjustment payment. An employee may request a one-time career index adjustment payment authorized by the Board of School Trustees as a supplemental payment of not less than \$7,500 by June 1 for the following contract year. This index adjustment will be the basis of payment (a base salary adjustment) to the employee's contract for that year and (up to) the subsequent four (4) school years, provided that the following conditions are met at the time the request for the career index adjustment is requested:

- A. Irrevocable Letter of Resignation – The employee submits an irrevocable letter indicating their resignation from a certified position within Zionsville Community Schools at the end of the fifth year that the career index adjustment is granted. The letter must be presented to the Superintendent, for approval, no later than June 1 of the year prior to the beginning of the adjustment being received.
- B. Reversal of the Irrevocable Letter of Resignation – If an event occurs that would cause the employee to reconsider their resignation, the Superintendent may rescind the letter of resignation and allow the employee to continue employment with the School Corporation with the understanding that the employee will forfeit any remaining adjustments amounts that would be forthcoming. In order for the Superintendent to consider such action, the employee shall present a letter to the Superintendent no later than March 1 of the originally requested year of resignation, explaining the circumstances surrounding the change in resignation date.
- C. Employees who elect this provision will not receive any sick days during the period of career index adjustment.

Contracts with Outside Groups/Agencies

Contracts with outside individuals, groups or agencies should not be signed or approved except by a building administrator.

Corporal Punishment

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, or inappropriate force upon a student, s/he may be subject to discipline by this School Board and possibly criminal assault charges or be reported to authorities for child abuse. This prohibition applies as well to volunteers and those with whom the Corporation contracts for services.

Criminal History/Background Reports

To help ensure a safe environment, it is the policy of Zionsville Community Schools to require the completion of a criminal background report for employees recommended for hire. Applicants and employees are required to provide any consent required to conduct or update a criminal background report. Candidates who fail to do so may be removed from the applicant pool. All costs associated with obtaining the criminal history record upon hire or thereafter are the responsibility of the applicant or employee. Each applicant will be questioned about his/her criminal history. Failure to honestly answer any questions related to criminal history may be cause for termination of the applicant, if hired. Information and records obtained from criminal history reports under this policy are confidential and shall not be released except to a school employee authorized by the Superintendent.

Per Board Policy 3121, during the course of employment with the School Corporation, each professional employee and substitute teacher shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

Energy Savings & Conservation Program

The Board adopted program has saved ZCS millions of dollars through cost avoidance. Continued success will be a collective effort and commitment by each and every ZCS staff member.

Expectations

- Lights shall be off when not in use. The last person to leave any space shall turn lights off (even for short periods)
- Projectors shall be off when not in use
- Blinds shall be closed at the end of the school day
- Classroom doors are encouraged to be closed when HVAC is operating
- Propping exterior doors open is not permitted
- Windows shall be closed when HVAC is running or outdoor humidity is high

For Your Information

- Personal appliances are strongly discouraged.
- Events must be entered on the Corporation calendar for HVAC to run outside of the school day.
- Set points:
 - Summer
 - Occupied (school bell times) 74-78
 - Unoccupied 85
 - Winter
 - Occupied 68-72
 - Unoccupied 55

Evaluation

Zionsville Community Schools strives to be at the forefront of the teaching profession, the best possible place for great teachers to grow, where high quality work in our profession is valued, recognized, and cultivated. We believe this makes our school district a place sought out, not only by families wanting a quality education for their children, but also by the best educators in the state as a place they wish to work.

The Zionsville Model for Educator Growth (ZMEG) exists so that we may create the best possible learning experiences and maximum growth for our students. ZMEG is designed to support the growth of great educators and to comply with all requirements of Indiana's teacher evaluation law (I.C. 20-28-11.5-4). The process has the following major goals:

- Support the continuous professional growth and development of teachers so that excellent teaching leads to high quality learning experiences for our students
- Use student data and quality common assessments to inform instruction and maximize student growth
- Engage all school leaders in frequent classroom observations of the work of teachers and experiences of learners in our schools
- Establish common language for collaborative conversations among professionals of best practices in teaching and continuous improvement of student learning

Details of the ZMEG process and timeline can be located in the employee portal.

Faculty/Student Relationships

Zionsville Community Schools is foremost concerned about the health, well-being, and safety of all students. The prevention of abusive behaviors that harm children, and the reduction to elimination of all opportunity for such harm to occur is the ideal upon which this guiding statement is predicated.

Zionsville Community Schools offers guidance regarding one-on-one student-staff or volunteer interactions so as to ensure an environment of comfortable safe boundaries for all. At no time should a staff member or volunteer of ZCS be alone with a child where she/he cannot be observed or readily interrupted by others.

Given the highly confidential and relationship-driven nature of our work, there are notable situations that require adults and children to interact one-on-one. This necessity extends, at times, to officers of the law, our county's court system, and Department of Child Services officials. Even in the exceptions listed here and in those not contemplated by this document, interactions between students and staff/volunteers must be:

- **Observable** by another adult (meaning another adult should be made aware that the interaction is taking place, and/or the interaction takes place in an open space, and/or the interaction takes place in a room with an open door, and/or the interaction can be seen through the window in a door, and the door of the room in which the meeting is taking place is unlocked).
- **Interruptible** by another adult (meaning another adult should be able to interrupt the meeting by opening the door to the room and readily and immediately engaging with the student and adult with whom the student is meeting).

Examples of **APPROPRIATE** one-on-one student and staff interactions are listed below, and it must be noted that they are all subject to the **OBSERVABLE** and **INTERRUPTIBLE** caveats described above:

- ✓ School counselors with individual students
- ✓ School psychologists with individual students
- ✓ School social workers with individual students

- ✓ Administrators with individual students
- ✓ Tutoring, extra help sessions, or other academic meetings between teachers and individual students
- ✓ Outside musicians who work with individual band, orchestra, or choral students in practice rooms
- ✓ School nurses and individual students
- ✓ Athletic trainers and individual students
- ✓ Contracted, school-based mental health providers and individual students
- ✓ Court-mandated interactions with a Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL) and individual students
- ✓ School police partners and individual students
- ✓ Outside governmental agencies, such as Department of Child Services staff and individual students (when legally required—see Board Policy 5540)

When engaging in **APPROPRIATE** one-on-one interactions with students, staff members and other adults can model appropriate boundaries for student safety by ensuring that other staff members and/or adults are aware that the meeting is occurring and where it will be taking place.

- A staff member shall not transport students in a private vehicle for any reason. If a circumstance presents itself where the need to transport a student is in question, building administration must be consulted PRIOR to any action taken.
- Each staff member shall immediately report to the Principal any accident or safety hazard she/he detects.
- A staff member shall not require students to do personal errands or provide students with school keys or access codes.
- A student shall not be required to perform work or services that may be detrimental to his/her health.

Fire Marshall Requirements

- No combustible items should hang from the ceiling unless treated and documented with the steps outlined below.
- Curtains/fabrics in the building need to be made from flame retardant material and documentation of that must be given to the maintenance department. Otherwise, they need to be treated with flame retardant spray and records of that treatment need to be kept with the maintenance department.
- Stacked items on top of cabinets must be 18 inches from the ceiling. Store items inside cabinets and on shelves.
- Use power surge protector strips.
- Exits should be clear of obstacles. This includes snow boots/snow pants during the winter months.
- No candles (open flame). The Fire Marshal encourages ZCS to simply leave all candles at home.

Flyer Policy

All flyers must be approved at the ESC and an effort is made not to send flyers home with students. Please let parents know there is a link to the community flyer page on our main website under “Community”. There they will find information about Eagle Recreation classes, community youth leagues, etc. If parents or friends request you send home information with your students, please direct them to Jane Johnson at the ESC who is responsible for reviewing/approving all such requests.

Inclement Weather / Emergency Closings & Delays

The Superintendent of Schools or his/her designee may cancel, delay or dismiss classes throughout the school year due to inclement weather or other emergencies. The administration and teacher association have agreed to produce e-learning days for some of the days on which school must be closed due to inclement weather or other reason. The **E-Learning Make-up Day Guidelines** can be found at the back of this handbook in the appendix and shall be construed to be integrated herein.

License

Maintaining a valid, non-expired teaching license on the first teacher day of school each Fall is a condition of employment. License renewals are reviewed by the Indiana Department of Education (IDOE) through the Licensing Verification and Information System (LVIS), and the process can take several weeks. Please be sure to complete your renewal in plenty of time for the IDOE to review and approve.

Permission to Photograph Students

Please remember that parents must give permission for photographs of students to be used publicly—i.e. on web pages, newsletters, social media. Before using photographs of students, please check with office staff to ensure that parents have signed this release.

Special Education and 504s

Please remember that many students have disabilities and have an IEP under Article 7. It is the responsibility of teachers serving a student on an IEP to meet the accommodations outlined in the plan. If you need assistance in interpreting how best to implement IEP accommodations or understanding the specific needs and disabilities of your students, please communicate immediately with the school special education teachers.

504s - It is the teacher's responsibility to know the needs and accommodations of students who have 504 plans. Teachers are required to follow the plan and ask questions of the 504 coordinator if there are questions.

Student Surveys

Law requires specific parent permission on student participation in most surveys at school. Please share the content of any potential survey with parents in advance and provide an opt-out for those parents requesting their child not participate.

Company Property Policy

As an employee of Zionsville Community Schools, you are obliged to adhere to the following regarding use of school corporation property, including but not limited to technology equipment:

- To take good care when using company property and to ensure that it is properly and responsibly maintained and serviced as directed.
- Not to allow the property/equipment to be used by anyone not employed by ZCS or, if applicable, not properly trained in the use or operation of the equipment.
- Not to fit any accessories to the property/equipment without prior written approval from ZCS.
- To go about doing your work in a competent manner when using the property/equipment of ZCS.

- To obtain permission from the Director of Operations for use of company property/equipment for non-work purposes.
- Not to use the company's property/equipment if intoxicated through alcohol or drug consumption.
- To report any damage to corporation property that they are involved in or witness to their building principal within (one) 1 working day of the incident. Any significant damage to must be reported to the Director of Operations immediately.

Theft or Damage of Company Property

Any employee of Zionsville Community Schools who is found to be involved in the theft of company property or equipment will be subject to disciplinary action up to and including termination and prosecution.

Any employee involved in an accident resulting in damage to company property as a result of alcohol consumption or unlawful drug taking, negligence, or recklessness will be required to reimburse ZCS for all associated costs.

Anti-Harassment/Non-Discrimination/GINA

Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. The Corporation shall not discriminate on the basis of race, religion, national origin, sex, age, disability, or other protected class in accordance with applicable federal, state, and local laws in hiring or other employment practices of the School.

See Anti-Harassment Policy for more information. To report suspected harassment, contact the Director of Human Resources, 900 Mulberry Street, Zionsville, IN 46077, phone (317)873-2858.

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand and potential termination.

Anti-Harassment Policy

It is the policy of the Board of School Trustees to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by Zionsville Community Schools. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated and will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Definitions of Harassment Types of Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an employee to another employee, or when made by any student to another student:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Note: Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Unwelcome Conduct of Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must have given specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Examples of Sexual Harassment

Sexual harassment, as set forth in Types of Harassment may include but is not limited to the following:

- 1 Verbal harassment or abuse.
- 2 Repeated remarks to a person with sexual or demeaning implications.
- 3 Unwelcome touching.
- 4 Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Specific Prohibitions

1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.
2. Non-administrative and Non-supervisory Employees
 - a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

Complaint Procedures

Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below. Employees who have been harassed or who witness harassment must report the harassment directly to his/her immediate supervisor, building principal, Director of Human Resources or Director of Unified Student Services. In all cases, the Superintendent and the Board of School Trustees will be informed.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;

3. Reports must be presented to the building principal or Supervisor where the alleged conduct took place. The building principal or supervisor shall inform the Superintendent, or his/her designee, of all filed reports;
4. The building principal or supervisor who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation shall be submitted to the Superintendent for review. The Superintendent shall make a report to the Board of School Trustees with a recommendation of disciplinary action;
6. The Board of Trustees shall consider the report and the Superintendent's recommendations in executive session. The Board may take any action it deems appropriate. The alleged victim's name and accuser's name will not be released to the public unless required by law;
7. If the complaint involves the Superintendent, then the complainant shall go directly to the School Board President.

Sanctions for Misconduct

A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Code of Conduct.

False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and/or the Student Code of Conduct.

NOTE: Any staff member who engages in certain sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Confidentiality

The school corporation will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

Retaliation Prohibited

The school corporation prohibits retaliation against persons who report discrimination or harassment or participate in related proceedings. The School will notify the person reporting the discrimination or harassment and all individuals participating in the investigation of the School's policy prohibiting retaliation. The School will make all possible efforts to prevent retaliation against individuals reporting discrimination or harassment or participating in related proceedings. The School will respond promptly and appropriately to address continuing or new problems. Any person may report suspected retaliation to the appropriate supervisor.

Drug Free Workplace

No employee of Zionsville Community Schools shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 312) and further defined by regulation at 21 C.F.R § 1300.11 through § 1300.15, before, during, or after school hours at school or in any other school corporation location as defined below.

“School corporation location” means in any school building and on any school premises; in any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school corporation or otherwise engage in school corporation business.

As a condition of employment in any federal grant program, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy. Each employee shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for violation occurring in any of the places listed above on which work on a school corporation federal grant is performed, no later than five (5) calendar days after such conviction.

Prohibition of Tobacco Products and Vapes

Recognizing the demonstrated hazards attendant to their use, tobacco, tobacco product, e-cigarette and vape use in any and all forms is prohibited at all times throughout any and all facilities of this School Corporation. This includes all buildings, grounds, vehicles, and other facilities owned, leased, or otherwise controlled by the School Corporation.

Enforcement of this policy will be in accordance with those duly adopted rules and regulations developed by the Superintendent, Principals, Directors, Supervisors, and other School Corporation personnel responsible for the administration and management of the School Corporation facilities and in accordance with Board Policy 3215.

Staff Internet Acceptable Use Agreement

The administration of ZCS recognizes the commitment that the ZCS staff makes to their students and community and wants to reward the staff by allowing personal Internet use during non-duty hours. While using the Internet, the following are prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of Zionsville Community School Corporation.
- To vandalize, damage, or disable or attempt to vandalize, damage, or disable the property of another person or organization.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.

- To annoy, harass, intimidate, or threaten, or to attempt to annoy, harass, intimidate, or threaten any individual or organization.
- To interfere or attempt to interfere with the lawful activities of any individual, business, or organization.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To divulge personal information about students, such as telephone numbers, names, addresses, or photographs, without the prior written consent of the student's parent or guardian.
- To compromise or attempt to compromise network security.

The above prohibitions apply whenever the employee is using any equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Zionsville Community Schools, regardless whether the employee is on or off school corporation property or is on or off duty.

No Expectation of Privacy

Given valid reason, ZCS may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the corporation's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. ZCS may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of ZCS. ZCS may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

Professional Etiquette

ZCS staff members are expected to present a professional image at all times both in dress and conduct. Appropriate clothing should be worn to work each day.

Use of vulgar language and swearing is not permissible and will not be tolerated. It is expected that staff be open, friendly and eager to assist others. A customer service and customer friendly demeanor should be routine and consistent. All emails and phone calls should be responded to in a timely manner.

Workplace concerns are to be discussed privately first with the employee's immediate supervisor, and then the Human Resources Director, or Superintendent of Schools respectively to resolve issues. Employees should remain aware that consistent negative communication can be counterproductive and lowers morale for all.

Expectations for Communicating Electronically

Zionsville Community Schools recognizes that today's students and parents engage in electronic forms of communication for their daily interactions. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with students and parents.

To keep pace with the evolving landscape of digital communication, ZCS has developed the Expectations for Communicating Electronically to provide direction for employees when participating in digital communication and online social media activities. The expectations outlined in this document are designed for the purpose of

1. Protecting students, staff, and the district
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students and parents
3. Raising awareness of the positive and negative outcomes that may result in using these tools with students and parents

Electronic communication with students and parents must always be **transparent, accessible and professional** as defined below.

- Transparent—maintain openness, visibility and accountability
- Accessible—consider all electronic communication to be a matter of open record
- Professional—use correct grammar, spelling and tone; choose appropriate subject matter representative of a ZCS professional

Acceptable Communications Methods

CANVAS –

CANVAS is the official district Learning Management System. CANVAS allows for effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images and other media, all in a secure, password protected environment.

District Email—

Use of District email is an appropriate way to communicate directly with students and parents. District email provides the staff member and district with a record of all communication.

District Phones—

Use of District telephone can be an appropriate way to communicate directly with students and parents provided that the content is appropriate. Use of the District phone does not provide the staff member and district with a record of all communication, and employees should remain mindful of this fact to minimize the chance for misinterpretation and/or allegation when communicating with students.

Social Media for Instructional Purposes –

District employees may set up a professional or class X (Twitter), Facebook or other social media account for the purpose of sending out information, reminders and displaying student's work if proper parent consent has been given. Once the site has been created, staff members are responsible for monitoring and managing the site to promote safe and acceptable use.

Text Messaging –

If any ZCS employee plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting through a school ParentSquare or FinalForms account.

On ParentSquare and FinalForms, a user's personal contact information stays private and isn't shared without user permission. ParentSquare saves all communication to user accounts, which allows teachers, administrators, and participants to access a complete message history at any time. Verified school administrators on ParentSquare also have the ability to manage staff accounts, review participant lists, and request message history directly.

The use of a ParentSquare or FinalForms account using the ZCS provided email address is the only way that a ZCS employee can communicate using SMS/text features.

Unacceptable Communications Methods

Non-District Email and Text Messaging

ZCS employees should never use personal email accounts, personal social media accounts, or sms/text messaging to communicate with students about school or non-school matters.

Important Reminder about Personal Social Media Sites

Staff members are discouraged from inviting students to be “friends” on personal social networking sites. Staff members are also discouraged from accepting “friend requests” from students on personal social networking sites. Employees taking such action do so at their own risk. Staff members are encouraged to review their privacy settings and enable the timeline review feature. Employees should not use their district email address or phone number for communications on social media networks for personal accounts. Any content, pictures, or dialogue staff members publish, whether in Facebook, X (Twitter), Instagram, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in a professional ZCS role.

Employees engaging in unacceptable communication methods with students will be investigated by school officials and, if warranted, disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Indiana Department of Education, local or state police and child welfare agencies for further investigation. In addition, if/when the school district becomes aware that employees have posted information on Facebook, Instagram, YouTube or similar social networking web sites that include inappropriate personal information such as, but not limited to, lewd photographs, sexually explicit messages, or use of substances prohibited by law, their cases will be investigated by school district officials and, if warranted, may result in disciplinary action, up to and including termination, depending upon the severity of the offense.

Confidentiality

In the course of employment, employees often have access to, and process, confidential information relative to students and ZCS employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary action up to and including termination. All employees are required to complete a confidentiality agreement upon hire in the New Employee Checklist on the Employee Portal and annually in the Back-to-School Checklist on the Employee Portal.

Only discuss a student’s progress, limitations or family situations with authorized district personnel in a private setting on an “as need-to-know basis”. Use a common sense test—does the communication/sharing of information legitimately promote a student’s educational interest. Do not release any documents about a student prior to written permission from the parents. Do not release or post a photo of a student without parent permission. Do not discuss confidential matters in the presence of other students, parents, or outside of school. The staff lounge or teacher workroom is not the place to vent about students or their parents. Remember that emails, texts, and Facebook accounts are public.

Separation of Service

Reduction-In-Force

This Administrative Guideline replaces and supersedes all previous guidelines and past practices in relation to Reduction in Force.

Prior to commencing action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the Board of Trustees will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Transfer of existing staff

The non-continuance or cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

The order of operation of certified employee reductions, determined on the basis performance, will be as follows.

1. Probationary and Professional teachers
2. Established teachers

Teacher effectiveness will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to make these decisions. Summative ratings will likely not be available until the fall of the year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance. School officials will use the teacher effectiveness rubric scores to place teachers in one of the four performance categories (ineffective, needs improvement, effective, or highly effective) for the current school year in order to determine who is a lower-performing teacher and/or whether the tie-breaker factors identified in this guideline will need to be considered.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected during the teacher's service in Zionsville Community Schools.

In cases where the teachers' effectiveness rubric scores are the same, the administrator will weigh the following factors before making a determination as to which teacher and/or teachers shall be subject to the non-continuance or cancellation, in the following order:

1. the academic needs of the students in the school corporation
2. current instructional leadership roles
3. degrees earned
4. credit hours earned
5. teaching experience

Resignation

The resignation of an employee shall be considered accepted and irrevocable upon delivery to the Superintendent, Assistant Superintendent, Director of Human Resources, building administrator, or in his/her absence, the Secretary or Treasurer.

Return of School Property upon Separation

When a staff member's employment with the school corporation terminates, for whatever reason, the employee is required to immediately return all corporation-owned property used during his or her employment and all documents, data, and other materials that may contain proprietary or confidential information. This includes without limitation keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, parking passes, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to ZCS. If ZCS property is not returned, you may be charged a fee.

Exit Interview

Upon resignation, an employee will have the opportunity to complete an Exit Interview Survey. It will be requested that the completed form be returned sealed to Human Resources where it will remain unopened until the day following the effective date of the resignation, unless otherwise requested by the employee. When opened, the Survey form may be duplicated and a copy sent to the former employee's supervisor and Board of School Trustees.

HIPAA Privacy and Security Compliance

It is the intent of ZCS to safeguard and protect the privacy and security of its applicants and staff members' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of ZCS to ensure the confidentiality, integrity, and availability of protected health information entrusted to the corporation by its applicants and/or staff members by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Staff members and supervisors of ZCS shall not at any time access, use, or disclose to any person or entity, any protected health information of the corporation's applicants and/or staff members, except as necessary and authorized in the course of their duties and responsibilities with the school corporation. Similarly, staff members and supervisors are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the Corporation's computer system to an unauthorized location.

These privacy and security obligations apply regardless of the manner in which the staff member or supervisor acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject the staff member or supervisor to disciplinary action up to and including termination.

ZCS will annually send notice to all staff members of their rights under HIPAA. All new staff members will receive the notification upon hire. If a staff member feels their rights under this policy have been violated, he/she must immediately report it to the HIPPA Privacy Officer, Director of Human resources, 317-873-2858.

Family Medical Leave Act (FMLA) Compliance

In accordance with Federal law, ZCS shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position;
- E. any exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Professional staff members are "eligible" if they have worked for the Corporation for at least twelve (12) months **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time professional staff members are presumed to meet the 1,250 hour requirement if they were employed by the Corporation in this capacity for the preceding twelve (12) months. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave/Service Member Family Leave. Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for pursuant to reason (A), (B), (C), (D) or (E) above.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to unpaid leave for the remaining leave time. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this Policy.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

Returning to work from an extended illness or surgery requires a return to work release from a doctor. The statement must specify the restriction(s) and include length of time the restriction is expected to apply.

ZCS complies with all required federal regulations. Any amendments to federal regulations that supersede this handbook policy will be followed.

For further information, consult School Board Policy 3430.01.

Employee Conduct & Discipline

ZCS retains the right and discretion to administer discipline in the manner seen as most effective given the circumstances. Proactive attempts will be made to inform employees of deficiencies in job performance or conduct. When feasible, the corporation will provide an opportunity for the employee to improve when misconduct or job performance deficiencies are not deemed serious or chronic.

Progressive Discipline

Progressive discipline does not alter the contractual employment relationship between employer and employee. It is a recommended practice suitable for many behavioral issues, but is not a process that fits all situations and it is not required. In all cases, ZCS will at least provide minimal due process in accordance with law.

When applicable the steps that will be taken by the corporation are as follows:

- A. If an employee is not meeting Corporation standards of behavior or job performance or violates guidelines in this employee handbook, the employee's supervisor may take the following action:
 - 1. A meeting between employee and supervisor (and possibly a witness) will be arranged to discuss the issue(s) and provide due process to employee;
 - 2. The employee will be informed of the nature of the problem and the specific action necessary to correct it, and the specific consequences of failure to correct;
 - 3. The supervisor will document the details of the meeting and record them in employee's personnel file
- B. If there is a second occurrence, the supervisor may hold another meeting with the employee and take the following action:
 - 1. Issue a written reprimand to the employee;
 - 2. Warn the employee that a third incident will result in more severe disciplinary action up to and including termination;
 - 3. Prepare and forward to the appropriate supervisor and /or to the HR Department a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's employment file.
- C. If there are additional occurrences, the supervisor may take action depending on the severity of the conduct:
 - 1. Extension of probationary period to include a specific improvement plan, or
 - 2. Immediate termination
- D. In situations involving serious misconduct such as a major breach of policy, security, violation of the law, or involvement in a situation that threatens the safety of students and/or other employees; the supervisor may suspend the employee immediately and may recommend immediate termination of the employee.

Duty to Report Misconduct and Threatening and/or Intimidating Behaviors

In order to provide a safe, positive work environment, misconduct or threatening and/or intimidating behavior must be reported immediately to the Director of Human Resources, or a principal/administrator. An investigation will take place in which a determination will be made in a timely manner as to the action necessary.

Threatening or intimidating behavior may take different forms, including, but not limited to the following:

- a. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- b. written communications that include comments toward the staff member and/or his/her family which are disparaging or imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
- c. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- d. written or spoken communication that implies or explicitly states that some form of damage may be done to the staff member's property or that of his/her family
- e. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Misconduct may also take different forms most often times related to a policy, procedure or rule violation.

Threatening and/or intimidating behavior may take form from students, parents, fellow staff members, your supervisor, or other persons associated with ZCS such as a vendor, contractor, volunteer, or school official.

Safety and Security

Employee Identification

Each employee is provided with a picture identification-proximity card at time of hire. This identification card is to be worn and visible each day. In addition to identification, the card will be used for entry at the front entry to ZCS facilities and other entries where electronic entry hardware is in place—and to which the employee is granted access. There is a fee that will be charged should an employee lose their proximity badge. If you see someone in the building who is not identified with a badge or a visitor's tag, ask if you can be of assistance and have him or her report to the office immediately.

Remember if you access the building after hours, you should turn off printers, laminator and lights, lock windows, and lock doors before you leave. Staff members should lock their classroom doors when they leave and open them when they return. Check exterior doors from the outside when you leave to make sure the doors are locked and the building is secure.

Employee Safety and Workplace Injuries

ZCS is committed to maintaining a safe and clean work environment. We expect everyone to share in this commitment. It is your responsibility to report any unsafe or potentially unsafe situations or conditions to their immediate supervisor.

Medical Attention

If an employee becomes injured while at work, the severity of the injury needs to be assessed first. If it is an emergency situation, the employee should go directly to the emergency room. In all other cases where medical treatment is necessary, employees should go to the Corporation's designated Occupational Health provider. (See Employee Portal or immediate supervisor for details.) If an employee sees a different provider for a work related injury that does not warrant a visit to the emergency room, these charges will not be covered by Zionsville Community Schools.

Reporting

It is important for an employee (or the employee's administrator) to properly report any injury

that occurs on ZCS property within 24 hours of the occurrence. To do so, a ZCS Employee Injury form will need to be completed and submitted via the ZCS website, Staff Resources page. Please be as detailed as possible when providing information. This will help HR complete a thorough report and also help the Worker's Comp adjusters be better prepared to manage each claim.

All injuries regardless of whether or not medical attention is sought should be reported. Any report of this nature submitted to Human Resources is assigned a 'Record Only' status. Should the need arise for medical treatment at a later date and a medical provider is able to attribute the diagnosis to an event that occurred at work, the appropriate record will already be in place.

Methods to avoid injuries include:

- Be conscious of hazards present.
- Plan ahead to reduce the need to rush.
- Report any unsafe working conditions.
- Do not operate any machinery without proper training.
- Do not stand on chairs, counters, desks, or other furniture. Ask for custodial or maintenance assistance, if necessary.
- Lift with your legs, not your back. Please ask for assistance when lifting heavy items.

School Safety Committee

In an effort to identify means of improving workplace safety, a School Safety Specialist will be notified, upon receipt of notice of a workplace injury, to initiate an investigation of the incident.

Blood borne Pathogens Exposure Control Plan

Zionsville Community Schools has in place a plan to eliminate or minimize occupational exposure to body fluids, which could expose you to blood borne pathogens, germs, and viruses that cause disease. This plan identifies which job classifications have a reasonable chance of being exposed to body fluids. It also includes the information regarding immunizations available to you if you work in one of these jobs. Proper reporting procedures are important to protect all employees and must be followed. Personal protective devices, gloves, goggles, etc., should be available to you immediately upon arrival at your job site. Using them is your responsibility. There will be more information given to you directly from your school. This plan is available in all buildings for you to view through the school nurse.

Bullying

The Board of School Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations among members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Every staff member is required to report any situation that they believe to be bullying behavior directed toward a student.

Duty to Report Threat and Child Abuse

If you have any reason to believe a student may be a victim of abuse or neglect, you are required by law to report it **immediately** to the Department of Child Services and/or law enforcement. Building principals are trained on how to handle child abuse matters and such reporting will not put your employment in jeopardy. In the event of an incident, please consult immediately with your building administrator, or a school counselor if an administrator is not immediately available.

Workplace Violence Prevention

ZCS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ZCS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. If you have reason to believe that a school employee has received a threat, is the victim of intimidation, is the victim of battery, or is the victim of harassment you shall report that information immediately to the building principal.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other hazardous devices or substances are prohibited from the premises of ZCS.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by federal, state, or local law.

All suspicious individuals or activities should be reported as soon as possible to the building principal. Employees should not place themselves in peril. Employees should not try to intercede or see what is happening if they see or hear a commotion or disturbance near their workstation.

ZCS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, ZCS may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

ZCS encourages employees to bring their disputes or differences with other employees to the attention of their building administrator or the Director of Human Resources before the situation escalates into potential violence. ZCS is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Legal Notices

Equal Opportunity Employer

Zionsville Community Schools is an Equal Opportunity Employer. ZCS shall comply with all State and Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, sexual orientation, veteran status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity.

Questions or concerns regarding this policy should be directed to the Director of Human Resources, 900 Mulberry Street, Zionsville, IN 46077, phone (317) 873-2858.

Americans with Disabilities Act

It is policy that ZCS will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. ZCS is committed to complying with the American with Disabilities Act (ADA) of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. ZCS recognizes that some individuals with disabilities may require accommodations at work. If a person is currently disabled or becomes disabled during employment, he or she should contact the Director of Human Resources or a member of the Human Resources Department to discuss reasonable accommodations that may enable the person to perform the essential functions of their job. ZCS is committed to safeguarding the health of all employees and maintaining our commitment to excellence.

ZCS complies with all federal regulations. Any amendment to the law supersedes the language in this handbook.

APPENDIX

E-Learning Make-up Day Guidelines

Zionsville Community Schools has established the following guidelines for providing e-learning days in real-time (grades 5-12) and in real and modified¹ real-time scenarios (pre-K-4 and special education, as needed), in lieu of physical attendance in school by students and staff on select days of school cancelation.

Definitions and Understandings:

1. Real time e-days and instructional day alternatives do not impact the salary, wages and salary and wage related fringe benefits established by the Bargaining Agreement.
2. A maximum of two (2) consecutive cancelation days will become e-learning days in any given week or across any weekend (example: Friday-Monday). The plan dictates that only a face-to-face day in school will reset the e-learning day replacement schedule. Thus, only e-day replacements for canceled school days will happen in increments of one or two days. Days that are canceled without the “reset” of a face-to-face school day are added on to the end of the calendar with the last teacher records day placed after the last of all added days.
 - a. Based on the number of cancelation days that occur after the first is tacked on at the end of the school year, a category of make-up days called “other” is established that will allow the School Corporation to determine the best make-up scenario. These “other” days manifest in the following three ways:
 - i. More than two days in a row are canceled days in any given week or across a weekend. (Example: Monday, Tuesday, and Wednesday are canceled due to snow, and in accordance with the definition of real time e-day replacement for canceled days, the third day would become an “other” day.)
 - ii. A catastrophic failure of the LMS (learning management system) or of power or of any other like system in a significant part or all of the community may turn a real time e-day attempt into an “other” day for later make-up.
 - b. “Other” days will need to become days made up at the end of the school year. The Superintendent will seek input from the ZEA President prior to making a recommendation to the Board of Trustees President and noticing employees and families about this configuration for make-up of “other” days.
3. In accordance with state law and consistent with the Bargaining Agreement, no additional compensation will be paid to teachers for working to affect e-learning instruction on the cancelation or replacement days.
4. Days may be tacked onto the end of the school year differently for pre-K-4 than for grades 5-12 as dictated by circumstance, and with input from ZEA in cases that do not adhere to these examples.
5. The School Corporation will offer e-learning replacement school days on the day of cancelation for all students in grades K-12.

- a. In acknowledgement that ZCS elementary schools do not yet supply technology or require it via Bring Your Own Device (BYOD) or a 1:1 program, students may complete the work on the e-learning day of school cancelation if internet access is no issue for them at home, and they would be encouraged to do so. Elementary students may utilize extended time to complete the lessons during the week of school cancelation in a ZCS facility (as needed) following the cancelation. Attendance through submission of the e-day schoolwork will be calculated at the end of business one week following the cancelation.
 - b. In the event that non-classroom teachers at any level have no assigned duty on the e-day(s), they will provide a brief report of each e-day's work activities to their supervisors or complete work assistive of the replacement day effort². Reporting will be written and no more than one page in length and must be provided electronically by the end of business on Monday of the week following the canceled day(s). Classroom and special education teachers will post needs for assistance, if any, with the school principal and/or his/her designee as soon as it is learned that cancelation is occurring. The principal will post these requests electronically via all-staff email, and unassigned teachers can then collaborate with colleagues to assist in meeting students' needs.
6. Principals, teachers, and support staff must work together to meet the IDOE's stated expectations (referenced above) and in ensuring access to all students. This may involve a longer schoolwork submission window for students or alternative time(s)/location(s) for the student work to be done, and collaboration between the Superintendent and ZEA President (or their respective designees) may be required for matters that arise and cannot be anticipated by these guidelines.
 7. E-day logistics are multi-faceted, and where not covered herein, best practice and/or common sense is assumed as the standard of action and acknowledging ZCS's interest in, and duty to provide, all students access to the work of real-time and/or displaced time make-ups.
 - a. All teachers will provide assignment content and directions on Canvas at or before 9:00 AM on the day of cancelation. (In the case of K-4 students and special education students as needed, this content shall serve as the alternative day schoolwork equivalent/replacement for the day being canceled.
 - b. Best practices must be used in balance with the time constraints of students, especially at the secondary level with multiple teachers not privy to what others are assigning. Great uses of the power of digital learning that set students up to explore and extend must have appropriate teacher directions about expectations for time on such tasks. If at the onset of a project that will take multiple sessions, this should be acknowledged clearly in stating expected time in research or viewing web resources/materials.
 - c. Teachers must respond to questions about the lessons from students/parents in the morning and in the afternoon, using ZCS email. These emails should be answered by 11:00 AM and by 3:20 PM.
 - d. Teachers who are ill/not able to work on the real-time e-day due to illness or planned personal day shall notify absence as though it were any other school day. If at all possible, these teachers should pre-produce an emergency assignment that can be submitted in such cases prior to the 9:00 AM Canvas posting requirement. Whether this is possible or not, the teacher must notify his/her principal directly by phone by 7:00AM so that other arrangements can be made as necessary. (It is a best practice for every teacher to "bank" an emergency, standards based but out of sequence lesson for situations like this one.)

² Unassigned teachers may also be assigned to assist other teachers, may volunteer to work an alternative day Saturday, may take personal or sick time (as needed), or may provide a report of activity worthy of professional work for his/her role on real time or alternative make-up days of work.

- e. Work on the e-learning days on cancelation days (or by working “other” days as defined above) meets the certified employee’s obligation for having worked the otherwise regular school days referenced in the teacher contract. Teachers employed for the purpose of covering a leave (maternity, FMLA, etc.) during which make-up days/make-up day windows occur stand in the stead of on-leave teachers just as they do with traditional instructional delivery. These short, mid, and long term professional staff members must be prepared to participate in this process as would a teacher on permanent contract with ZCS.
 - f. The teacher work day on cancelation days will begin at 7:30 AM and cease at 3:20 PM in order to incorporate a 90-minute work period preceding the 9:00AM online lesson-posting deadline. This constitutes a work day of 7 hours and 50 minutes as provided for in the CBA, and does include preparation and lunch break times. Teachers must respond to questions about lessons from students/parents in the morning and afternoon using the LMS or ZCS email (or other technology as dictated by teacher preference, so long as parent and/or student linkage is assured). These communications should be checked then completed by 11:00 AM for the morning and by 3:20 PM for the afternoon. This availability and responsiveness does not preclude appropriate breaks for teachers.
8. Special education teachers of record are charged with among the most important aspects of ensuring success of e-learning as a replacement for face-to-face, at-school instruction on canceled school days. These teachers’ lesson creation and implementation will be based on caseload and individual student needs. This is certainly true for students of low cognitive function or other exceptionality not likely aligned well with online instructional discovery. Teachers of record are encouraged to facilitate and expedite make-up lessons through parent contact and in-person services as we do with homebound situations (teacher relationship with family and IEP direction, etc.), but must not enter situations/solutions that make them uncomfortable while providing consultation or teaching services. In recognition that this role is as variable as the exceptional students we serve, these teachers are given appropriate freedom to calibrate services, supports, and communications. It is understood that teachers in resource special education roles will be primarily focused on making sure that other teachers’ lessons are well bridged for their students. This will certainly involve “office hours” sorts of communications and engagement with students, students’ teachers, and/or the parents on their caseloads. SLPs and other related services professional staff will ensure service minimums through their collaboration with students and parents on their caseloads. These staff are not required to exceed the work day standard of seven hours and fifty minutes.
10. Credit for the contract day completed will occur if teachers (as appropriate to role(s)) have completed all required communications before, during, and after the e-learning make-up day. Should unforeseen circumstances (computer outage, teacher takes ill at midday, etc.) preclude completion of the afternoon responsiveness to students, normal process of absence reporting (if ill) would occur—but with immediate notification to the principal to ensure awareness of the lack of full responsiveness as communicated to our parents about make-up day protocols. The letter and spirit of our core mission are not served by any teacher’s use of illness or other leave to avoid having to teach in this relatively new e-learning context. If circumstances do not permit a teacher to work any or all of his/her e-learning make-up day obligations, appropriate leave may be taken in lieu of this attendance/participation.
11. Positive parent feedback about lessons provided and communications/feedback regarding e-day experiences.
12. Teachers must strive to ensure engaging work of appropriate length to complete and of sufficiently engaging, meaningful quality. It is important that we win the hearts and minds of parents in this

limited e-learning realm lest we be relegated to simply tacking all future snow days on to the end of the school year.

13. Classroom teachers' responsibilities on and after e-days include but are not limited to preparation of lessons, posting to Canvas, facilitation/responsiveness to students' needs through Canvas, feedback/grading, attendance verification and reporting.
14. On e-days, non-homeroom elementary teachers (art, music, STEM, and literacy coaches) who do not have homeroom classroom responsibilities must prepare experiences for online delivery for the students they would see on the day missed due to cancelation. Counselors may, with prior principal approval, bank these days for use on summer scheduling and other tasks. Counselors who are working from home on the e-day when school is cancelled shall complete an email summary of the types of tasks completed during office hours on this day.
15. Non-homeroom teachers may provide support to homeroom teachers by doing e-research in assisting with construction of lessons.
 16. Non-homeroom teachers/counselors may provide support to students and homeroom teachers through data collection, course management, and RTI assessment and remediation.
 17. In the event of no support role assigned or volunteered for, unassigned teachers will supply a report to their supervisors as to their work activities for the day. The report shall not be required to exceed one page and must be submitted electronically via email to their principal or supervising administrator by 3:20 p.m. of the real-time e-day.
 18. Should three (3) consecutive days of cancelation occur, teachers will post a Canvas message by 8:00AM on DAY THREE (3) prominently indicating the following: "THERE IS NO E-LEARNING CONTENT FROM YOUR TEACHERS TODAY BECAUSE THIS IS THE THIRD DAY IN A ROW OF CANCELED SCHOOL. MAKE-UP FOR THIS CANCELED DAY OF SCHOOL WILL BE ANNOUNCED SOON."
 19. The Leadership Team and ZEA should continue to collaborate to ensure that every teacher feels comfortable and confident with supports of colleagues throughout this alternative delivery time of the school year (though cancelations can occur on any school day based on power outage, etc.).

No use of the unscheduled but paid contract days is involved in lieu of work on the e-learning replacement days.